

*Project Director's
and
Financial Manager's
Administrative Manual*



For U.S. DEPARTMENT OF JUSTICE
GRANT PROGRAMS

ADMINISTERED BY THE
STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF CRIMINAL JUSTICE ASSISTANCE

This page left blank intentionally

FOREWARD

The Office of Criminal Justice Assistance (OCJA) administers federal grant funds to state and local units of government and Native American tribes performing law enforcement functions for programs to improve the criminal justice system involving usage and sales of controlled substances and associated violent crimes, faith-based, and not-for-profit agencies providing drug treatment programs, corrections and prevention and education programs, prosecution and court programs.

This manual serves as a primary reference manual to assist award recipients in managing their fiduciary responsibilities and to safeguard grant funds for their specified purposes.

Information contained in this document may be changed without notice. It is the responsibility of all sub-grantees to confirm current information by contacting OCJA.

For additional information on grants management, please contact our office staff at (775) 687-3700 or visit our web site at www.ocj.nv.gov . We will be happy to respond to any questions you may have and welcome suggestions to improve the use of the manual.

Good luck with your project and we look forward to working with you on your endeavors.

Nevada Department of Public Safety
Office of Criminal Justice Assistance Staff

Excerpts from the following documents are used within this manual: The U.S. Department of Justice, Office of Justice Programs, Financial Guide; The Byrne JAG Formula Grant Program Guidance; The Colorado Division of Criminal Justice Administrative Guide and Instructions; <http://gsa.gov/perdiemrates>, <http://gsa.gov/portal/content/faq>.

This page left blank intentionally

TABLE OF CONTENTS

FOREWARD	3
TABLE OF CONTENTS	5
PART I – General Information	7
Chapter 1 – Introduction	7
Grants available thru OCJA	8
How to apply for grants –	8
PART II - Pre-Award Requirements	9
Chapter 1 – Application Process	9
Eligible Recipients	9
Program Announcements	9
Certified Assurances	9
Application Requirements	9
Project Personnel	9
Application Review	10
Conflict of Interest –	10
Chapter 2 – Conditions of Award, Acceptance and Commencement of Projects	11
Award Document	11
Acceptance Procedures	11
Federal Catalogue Number or CFDA	11
Commencement of Project	12
Policies and Procedures	13
Chapter 3 – Financial Management of Grant	14
Accounting System Requirements	14
Match Requirements	15
Supplanting	15
Chapter 4 - Contracts	16
Technical Assistance for the Determination of Employee vs. Independent Contractor –	16
Contract Provisions:	16
Competitive Bid and Sole Source Contracting	17
Consultant Provisions:	18
Chapter 5 - Budget Categories	19
Personnel	19
Travel -	19
Supplies and Operating	19
Equipment	20
Contract/Consulting Services	20
Confidential Funds	20
Other	20
PART III – Post Award Requirements	21
Chapter 1 – Payments	21
Requests for Reimbursement Payments	21
Proof of Payment	22
Payment Methods –	22
Withholding of Funds	22
Chapter 2: Availability of Funds	23
Obligation of Funds –	23

Expenditure of Funds	23
Award Extension.....	23
Chapter 3: Adjustments to Awards	23
Project Changes.....	23
Changing Project Directors or Contact Personnel	24
Notifications/Requests	24
Chapter 4 – Travel.....	24
Training –	26
Chapter 5 – Procurement of Goods or Service	26
1122 Procurement and 1033 Military Excess Programs –	26
Automatic Data Processing Equipment	27
Chapter 6 – Equipment.....	27
Definition of Equipment	27
Title of Property	28
Property Records.....	28
Disposition of Equipment or Property	28
Chapter 7 – Publications and Publicity	29
Publications	29
Publicity	29
Chapter 8 - Unallowable Costs	30
Chapter 9 – Special Funds	31
Confidential Buy Funds	31
Accounting for Seizures/Forfeitures	31
Program Income	31
Chapter 10 - Reporting Requirements	32
Required Reports and Forms Summary -	33
Reporting Due Dates -	34
Chapter 11: Audit/Monitoring Requirements	34
Single Audit Requirement.....	35
Standard Monitoring Procedures.....	36
Withholding	37
Chapter 12: The American Recovery and Reinvestment Act of 2009 (ARRA)	38
Special Conditions -	38
Part IV – Grant Close Out.....	42
Chapter 1 – Grant Extension	42
Chapter 2 – Close Out Procedures	42
Final Reports	42
Termination or Suspension	42
Retention of Records –	43
Maintenance of Records.....	43
Part V - Organization and program information	43
Chapter 1 – Organization	43
Chapter 2 – References, Circulars.....	44
Chapter 3 – Forms – See samples attached. Go to OCJA’s website www.ocj.nv.gov to download forms.....	44
INDEX	45

PART I – General Information

Chapter 1 – Introduction

This guide has been prepared by the Office of Criminal Justice Assistance (OCJA) to serve as a primary reference for financial management and grants administration. This guide is intended as a reference only and is not considered as a final source of information when questionable situations arise. It briefly outlines the terms and conditions required for grant projects. Funded projects must be administered in accordance with these administrative and fiscal conditions. Failure to comply with these requirements may result in the withholding or disallowance of grant payments, the reduction or termination of the grant award and/or the denial of future grant awards. All agencies receiving grant awards for programs funded by OCJA must comply with the applicable Program Guidelines and Request for Proposal (RFP) provisions of the Office of Justice Programs Financial and Administrative Guide for Grants and other applicable federal and state regulations.

OCJA may modify and/or impose additional conditions not outlined in this handbook should it be deemed appropriate to do so. Modifications or exceptions to these provisions must be made in writing.

If there are any questions regarding this manual, the Office of Justice Programs Financial and Administrative Guide, or any other applicable state or federal regulations, please contact your OCJA program manager.

Office of Criminal Justice Assistance
1535 Old Hot Springs Road, Suite 10
Carson City NV 89706
<http://www.ocj.nv.gov>
Phone: (775) 687-3700 Fax: (775) 687-4171

Michelle Hamilton, Administrator
(775) 687-4166
mhamilton@dps.state.nv.us

Victoria Hauan, Grants Analyst II
(775) 687-1289
vehauan@dps.state.nv.us

Michael Lambrecht, Management Analyst II
(775) 687- 4170
1033 Program Manager
mlambrecht@dps.state.nv.us

Charise Whitt, Grants Analyst II
(775) 687-5282
1122 Program Manager
cwhitt@dps.state.nv.us

Grants available thru OCJA

- **Edward Byrne Memorial Justice Assistance Grant Program (JAG)** -Provides funds to assist State and local units of government and Native American tribes performing law enforcement functions for programs to improve the criminal justice system involving usage and sales of controlled substances and associated violent crimes, faith-based and not-for-profit agencies providing drug treatment programs, corrections; prevention and education programs, prosecution and court programs are eligible for grant funds administered by the Nevada Department of Public Safety, Office of Criminal Justice Assistance (OCJA).
- **Bulletproof Vest Partnership Program (BVP)** Assists state law enforcement agencies with funding of bulletproof vests.
- **Residential Substance Abuse Treatment for Prisoners (RSAT)** - Assists States and units of local government in developing and implementing residential substance abuse treatment programs within State and local correctional and detention facilities in which prisoners are incarcerated. Specifically the program is structured to provide treatment for a minimum of 6 months in an area separate from the prison population. Funding is based on prison population.
- **National Criminal History Improvement Program (NCHIP)** -Assists with funding for the Multi-County Integrated Criminal Justice Information System and to fund the Division of Public Safety Information and Technology to improve public and criminal justice agencies access to criminal history information, including sex offender registration.
- **Project Safe Neighborhoods (PSN)** - Has two components: anti-gang training and gun control training for law enforcement officers and criminal justice practitioners.
- **American Recovery and Reinvestment Act (ARRA – Stimulus) JAG Grant** - This grant provides stimulus funding to enhance State, local and tribal law enforcement that will help to prevent crime and improve the criminal justice system in the United States.

Other grants which are not necessarily awarded annually may be available as one-time grants. Please contact OCJA for a listing of these grants.

How to apply for grants –

Grant applications and application guides can be found on the OCJA website at www.ocj.nv.gov or may be requested by contacting the OCJA office at (775) 687-3700. Applications should be completed and submitted or post marked with the appropriate number of copies, to the OCJA office at 1535 Old Hot Springs Road, Suite # 10, Carson City, NV 89706, by the application deadline stated on the guidelines. Most grant announcements will be posted on the website. Be sure to read the application guidelines carefully for complete information.

PART II - Pre-Award Requirements

Chapter 1 – Application Process

Eligible Recipients – Eligibility requirements differ between grants. Most grants are available to state and local units of government and Native American tribes performing law enforcement functions. Non-profits must apply through a local unit of government with the government agency being the actual awardee. Please contact OCJA for specific requirements.

Program Announcements - Applications and guidelines can be found on the OCJA website: www.ocj.nv.gov or by contacting a program manager at (775) 687-3700. Applications will be accepted until the stated deadlines, reviewed and rated by OCJA staff and a review panel consisting of personnel from priority areas. Awards will be made based upon ratings and fund availability.

Certified Assurances – All applicants must assure and certify that they comply, with all applicable requirements as set forth on the following assurance forms:

- Equal Employment Opportunity Plan - EEOP
- Debarment and Suspension Certification
- Drug-Free Workplace Certification
- Immigration and Naturalization Service (INS) Requirement
- Lobbying Certification
- Program Assurances
- Financial Assurances

Assurance forms are located on the www.ocj.nv.gov website on the OCJA Forms Page.

Application Requirements – Requests for awards must be submitted on approved OCJA application forms available from the OCJA office on the OCJA website: www.ocj.nv.gov. Applications must be completed correctly, delivered to OCJA by the due date established for the specific grant award requested.

Project Personnel - are to be indicated on the title page of the application:

Project Director - The project director is the individual who will have ultimate responsibility, fiscal accountability and direct operational charge of the project and who combines knowledge and experience in the project area with the expertise in administration and supervision. The project director shares responsibility with the fiscal officer for certifying that all expenditures are valid and necessary. The project director is responsible for:

- Ensuring any project monies expended or obligated are for allowable costs and are in compliance with the approved budget;
- Maintaining required documentation of project activities and accomplishments;
- Signing the grant modifications unless pre approved by the Program Manager;

- Assurances, Grand Award Document, and Change of Scope requests unless pre approved by the Program Manger.
- Ensuring monthly financial and quarterly reports are filed as required.

Fiscal Officer – The fiscal officer is someone other than the project director. The fiscal officer is accountable for fiscal matters relating to the project and ultimately responsible for:

- Maintaining proper accounting records;
- Ensuring the appropriate expenditure of grant funds;
- Verifying of expenditures, and preparing sub-grant financial reports;
- Verifying Project Change Request forms and ensuring they are approved prior to incurring any expenses.

Project Contact - It is often necessary for the OCJA program manager to contact grant personnel responsible for day-to-day grant operations. This can be especially true when questions arise regarding monthly financial claims or changes to the grant or budget. This person is often responsible for the completion of progress reports.

Application Review – Applicants must possess the responsibility, fiscal integrity, and financial capability necessary to adequately and appropriately utilize federal funding. Applications may be reviewed, evaluated and competitively scored by the OCJA program management team and an independent review committee comprised of like agency representatives. Merits of the project and its relationship to the priority areas of the grant, as well as past history of requesting agency will be considered.

To avoid disqualification all areas of the application must be concise and complete, certifications must be signed and dated; objectives must be measurable. Please contact OCJA for guidance if required.

Conflict of Interest – The sub-grantee will establish safeguards to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are or give the appearance of being, motivated by the desire for private gain for themselves or others with whom they have ties, such as family or business, etc.

Personnel and other officials connected with grant-funded programs shall adhere to the following requirements:

No official or employee of a sub-grantee shall participate personally through decisions, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, award, cooperative agreement, claim, controversy, or other particular matter in which award funds (including program income or other funds generated by Federally-funded activities) are used, where to his/her knowledge, he/she or his/her immediate family, partners, organization other than a public agency in which he/she is serving as an officer, director, trustee, partner, or employee, or any persons or organization with whom

he/she is negotiating or has any arrangement concerning prospective employment has a financial interest.

In the use of agency project funds, officials or employees of sub-grantees shall avoid any action which might result in, or create the appearance of:

- Using his/her official position for private gain;
- Giving preferential treatment to any person, business or organization;
- Losing complete independence or impartiality;
- Making an official decision outside official channels; or
- Affecting adversely the confidence of the public in the integrity of the government or the program.

Chapter 2 – Conditions of Award, Acceptance and Commencement of Projects

Award Document – The grant award is the official notification, approval and acts as the contract that obligates federal funds for the sub-grantee's approved project. Special conditions may be attached with the grant award.

Acceptance Procedures – The Project Director designated in the grant application receives two original grant awards for his/her signature. If the designated Project Director changed since the application was submitted, the current and correct Authorized Official may sign the award. A new application title page must be submitted to OCJA with the new Project Director's information. Both award documents must be returned to OCJA prior to the start date of the grant. The signature of the Project Director indicates acceptance of the grant award and agreement of the conditions and requirements, including all reporting requirements, of the award.

1. Verify the signature of the Authorized Official (AO) is correct.
 - Sheriff or Chief of Police may be the AO;
 - The County Commissioner may be the AO;
 - Local Government Agencies – The Town/City/County Clerk and Recorder;
 - State Agencies – Director or Chief with budget authorization;
 - Non-Profit Agencies – must go through local government agencies, unless – prior waiver approved by OCJA, then the Board President or Secretary;
 - District Attorney's Office – A County Clerk and Recorder with the juridical district;
 - Tribes – Chief Financial Officer.
2. Both grant award pages and all special conditions shall be signed in BLUE ink.
3. Added certifications, if applicable, should be signed in BLUE ink and submitted as well.

Federal Catalogue Number or CFDA numbers identify the various Department of Justice grants. It is suggested that the agency utilize the CFDA number and add the last two numbers of the state fiscal year to identify expenditure tracking of grant funds. However, an agency may elect to utilize other tracking mechanisms which are allowed as long as the funds can be tracked easily. For example: Justice Assistance Grants (JAG) CFDA number is 16.578.

The tracking number under this system would be 1675911, indicating this is a JAG grant for state fiscal year grant 2011. Common CFDA numbers are listed in the Forms Section. State agencies must use this method of coding and tracking revenue and expenses for these grants per the State Controller's Office.

Commencement of Project - Commencement of the project may begin on the stated begin date of the award once the sub-grantee receives the grant award. **Please note that reimbursements will not be made to the sub-grantee until the signed grant award form and assurances are received from OCJA.** OCJA grants are reimbursement grants and therefore expenses will be reimbursed after expenses have been incurred and proper backup has been submitted on monthly claim forms. See Payment Section – Part III.

Implementation of the project must be initiated within sixty (60) days from the starting date indicated on the award. If the project is not operational within sixty (60) days after the starting date, the sub-grantee must report the following, in writing, to OCJA: (1) the steps taken to initiate the project, (2) the reason/s for delay, and (3) the expected start date or if the project is no longer viable. At the discretion of OCJA, the sub-grantee risks losing the award if the project does not commence as required.

In the event that funds will not be fully utilized anytime during the grant period, the sub-grantee must notify OCJA, in writing, indicating the reasons for reducing the original award. OCJA will issue an amended grant award indicating the revised award amount and set forth any applicable special conditions. Remaining funds will stay with OCJA for possible reallocation.

Recruiting for personnel, procurement of equipment and supplies, etc. may begin after the signed Grant Award has been received by the sub-grantee.

Sub-grantees are required to keep a file or binder containing documents related to the grant. This should include, but is not limited to:

Copy of grant application	Grant Award	Certifications
Special Conditions	All fiscal documents	Goals and Objectives – Statistics and Methods
All Correspondence with OCJA regarding grant	Evaluation Reports	Any backup required including payroll registers and accounting registers
Confidential client records or logs (CI Funds, etc.)	Equipment and Inventory Logs	Quarterly project activities and progress reports

All documents are subject to review by OCJA staff.

Special Conditions – If your agency is required to fulfill special conditions before commencement of the project, these conditions will be attached to your grant award document. The conditions pages will be required to be signed and returned to OCJA as soon as possible. You may contact OCJA if you have questions concerning the special conditions.

Certifications –These pages contain the required federal and state certified assurances and certifications necessary for the applicant to qualify for federal funding.

1. Standard Certified Assurances - This form must be signed by the Governmental Unit (i.e., Mayor, County Commissioner, City Supervisor) **and** the Applicant Agency (i.e., Police Chief, Sheriff, District Attorney, State Agency Director) for this Application to be valid. *If it is not possible to secure both signatures, a statement must be included with the Application certifying the signatures will be obtained prior to commencement of grant.* If the fully executed form is not received by OCJA by the deadline, the award may be canceled or prorated.
2. Certifications Regarding Lobbying; Debarment, Suspension And Other Responsibility Matters; And Drug-Free Workplace Requirement -
 - a. Lobbying – States that no federal appropriated funds have been paid or will be paid, by or on behalf of the sub-grantee, to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of Congress etc.
 1. If any funds other than federal appropriated funds have been or will be paid to any persons or agency for lobbying or influencing of any type, the sub-grantee will complete and submit standard Form-LLL, “Disclosure Form to Report Lobbying” in accordance with its instructions. This form is available from OCJA.
 - b. Debarment/Suspension - Applicant certifies that it is not debarred, suspended or declared ineligible of Federal benefits voluntarily or by a State or Federal court.
 - c. Drug-Free Workplace – Applicant certifies that it will provide a drug-free workplace.
3. Equal Employment Opportunity Plan (EEOP) Form - Ensures the agency has a current EEOP document in place and that all Civil Rights Requirements are being met.
4. Immigration And Naturalization Service Form - It is required that all law enforcement agencies be in compliance and report to the INS when a suspected alien is arrested for a felony or deportable misdemeanor

Policies and Procedures - The sub-grantee must have written policies and procedures covering hiring, termination, conflict of interest, benefits, salary rates, leave, travel, etc. There should also be written procedures regarding the accounting and reporting functions, including but not limited to the following:

- Cash receipts and revenue
- Deposits
- Cash disbursements
- Confidential Funds
- Payroll
- Equipment
- Purchasing

In addition, any other policies and procedures related to operating the project should be in writing and included.

Chapter 3 –Financial Management of Grant

Accounting System Requirements – All recipients of federal funding are required to establish and maintain accounting systems and financial records to accurately account for funds awarded to them. The accounting system must fully record the amount and disposition of all project funds. Accounting records must show receipt of funds and expenditures by source. State or federally accepted accounting systems may be used which meet the following minimum criteria:

- A. Categorizing - The system must categorize all revenues and expenditures by funding source(s). All federal funds received must be recorded to be included in the sub-grantee's agency's audit report or financial statement. Each grant award must be tracked separately.
- B. Commingling - Funds must not be commingled with funds from other funding sources. Each award must be accounted for separately. Funds specifically budgeted/awarded for one project may not be used to support another. Where a sub-grantee's accounting system cannot comply with these requirements, the sub-grantee shall establish a system to provide adequate fund separation and accountability for each grant it has been awarded. Federal funds and any required cash match must be expended only for goods and services as detailed in the grant award and approved budget. OCJA recommends using assigned grant numbers and/or the federal CFDA# for tracking purposes.
- C. Internal Controls - An adequate method of internal controls to safeguards funds is a requirement of award acceptance.
 - 1. The system must allow for broad budget categories as listed in the award (i.e., Personnel, Travel, Operating, Equipment, Confidential Funds, Contract/Consultant and Other). Not all projects will have approved budget funding in each category.
 - 2. Presents and classifies historical expenditures of the grant as required for budgetary and evaluation purposes.
 - 3. Provides cost and property control to ensure optimal use of funds.
 - 4. Provides for monthly financial reporting of operations.
 - 5. Provides financial data for planning, control, measurement and evaluation of direct costs.
 - 6. Includes a system of property records for all equipment (See Equipment and Inventory).
 - 7. Maintains all records for a minimum of three years from the date of the final report or until all questions arising from an audit have been resolved.
 - 8. Funds specifically budgeted and/or received for one project cannot be used to support another.
 - 9. Funds cannot be obligated until the first day of the grant.

Monthly Financial Reports (NCA003) must include supportive documentation including proof of expenditure (i.e. cancelled check, budget status report of payment). Financial Claim forms must be submitted on the proper form and must be submitted monthly, whether or not any expenditure occurred.

Funds awarded will be expended only for activities and purposes stated in the approved budget and within the approved grant period. Grant funds must be obligated before the end date of the grant period. Obligated funds are funds which have been committed for goods or services that have been ordered but not received. These obligations and payments include both federal dollars and matching contributions.

During the last 60 days of the grant period, emergency purchases will be considered on a case-by-case basis. Transfer of funds between budgets categories during the last 30 days of the grant period expressly to purchase equipment items not previously authorized in the grant award will not be approved.

Match Requirements – Cash match, also known as hard match, is income from a source other than federal funds that are budgeted for the project. In-kind match (use of salaries or services) maybe be allowed as match for some DOJ grants. Match source must be declared at time of application. Match requirements for grants differ depending on the source of federal funding and the type of grant. Please refer to grant application specific to your request or contact OCJA directly for information pertaining to match requirements.

- The Byrne Justice Assistance Grant (JAG) funds do not require a match.
- The Residential Substance Abuse Treatment (RSAT) grant for state prisoners may be used to pay up to 75% of the total project cost with a match of 25% from other funds. The match can be either cash or in-kind.
- The National Criminal History Improvement Program (NCHIP) grant requires a 20% cash match.
- The Bulletproof Vest grant match will be announced when awarded (usually 50%). (Available to State law enforcement agencies only).
- The Project Safe Neighborhood (PSN) grant does not require a match.
- The Forensic Science Improvement (FSI) grant does not require a match.

Supplanting – Federal funds must be used for new program activities or to supplement existing funds to enhance program activities and not replace funds that have been appropriated in the sub grantee's budget for the same purpose.

For example, if a grantee, prior to applying to participate in the grant program, had committed to purchase ten (10) new computers for crime analysis, then the grantee must purchase those ten (10) computers in addition to any computers requested for the grant program. Funds currently allocated to purchase office equipment may not be reallocated to other purposes nor refunded, should a grant be received. Non-federal funds for such equipment must remain available for and devoted to that purpose, with grant funds serving as a supplement to those non-federal funds.

The possibility of supplanting will be the subject of thorough application review and future audits. Any supplanting of non-federal funds with grants will be grounds for potential suspension or termination of grant funding, recovery of funds already provided, and other civil or criminal sanctions. **One of the major areas of concern regarding supplanting falls under the personnel category.** If there is a question whether a supplanting issue exists, contact your OCJA program manager immediately for clarification.

Chapter 4 - Contracts for Professional and Consultant Services

Prior approval is required from OCJA before contract/consultant expenditures are made. Sub-grantees cannot enter into a financial arrangement with any party who is debarred from participation in federal assistance programs.

Technical Assistance for the Determination of Employee vs. Independent Contractor –

Independent Contract Services must follow state and federal regulations. NRS 284.172 defines an Independent Contractor as a “natural person, firm or corporation who agrees to perform services for a fixed price according to his or its own methods without subjection to the supervision or control of the other contracting party, except as to the results of the work, and not as to the means by which the services are accomplished.” Sub-grantees are responsible for ensuring independent contractors understand all regulations and deadlines.

Contract Provisions:

All expenses for professional services/consultants must be supported by a valid, signed contract between the sub-grantee and the provider, and by detailed invoices from the provider, which have been approved for payment by the Project Director. The contract must specify the following minimum provisions:

- Legal names of contracting parties.
- Statement of work expressed in clear, concise terms for tasks to be accomplished. The tasks, when accomplished, should produce results consistent with the project objectives.
- The specific duties of the contractor stated in such a way that he/she knows what is required and which will permit the sub-grantee to determine that the requirements have been met before making payment. Sentences should be written so that there is no question as to whether the contractor is obligated (i.e. “the contractor shall do this work” and not, “this work will be required”).
- Dates provided for the key tasks the contractor is to do and for each service/good to be delivered.
- Persons or committees who will approve reports or specific accomplishments and whether a portion of the contract price is contingent upon that approval.
- Professional services should be contracted through competitive negotiation whenever possible.

Contracts for more than \$1,000 but less than \$100,000 per year must be bid no less than every four years. Contracts for more than \$100,000 per year must be bid at least every two years. If a sole source situations seems to exist, that justification must be demonstrated to the satisfaction of

OCJA. All sole source contracts more than \$2,500 but less than \$100,000 per year must have prior OCJA approval. Contracts for more than \$100,000 must have prior federal agency (BJA) approval.

Competitive Bid and Sole Source Contracting - Provide for publicly solicited bids and affirm fixed-price contract to be awarded to the lowest bidder. The bid must conform to all the material terms and conditions of the invitation for bids. This method is recognized as the preferred method of procurement and is properly used when the following conditions exist:

1. The requirement can be described and is finite and specific in detail, with no unknowns or contingencies.
2. There is good likelihood competition is readily available among interested contractors which could satisfy the requirement.
3. There is enough time available to issue the solicitation, conduct a public bid opening, and award the contract to the lowest responsible bidder.
4. All contracts for evaluation services and all other contracts for more than \$ 2,500 must be reviewed and approved by OCJA before being signed. This policy may be adjusted in individual cases through special conditions of the Sub-grant Award Agreement.

Negotiation – When the prerequisite for competitive sealed bidding cannot be met, negotiations must be initiated. The technique of competitive proposals is usually conducted with more than one source submitting an offer and either a fixed price or cost reimbursement type contract being awarded. The procedures involve developing a performance Statement of Work listing requisite requirements to accomplish the contract. The performance Statement of Work should be written in a straight forward manner and as a minimum should contain the following:

1. Background providing necessary introductory information or evolution of the requirement.
2. Objective scope of work detailing broad parameters that are requisite for the contract performance or to effectively satisfy the requirement.
3. Tasks with accompanying deliverables should be indicated in a logical sequence as the grantee perceives the requirement.
4. A delivery schedule in increments as mandated to satisfy the requirement.
5. Acceptance and approval procedures should be indicated.

Develop the Request for Proposal containing at least the basic elements specified above prior to advertising the solicitation in accordance with state and local procedures.

Sole Source Contracting – Procurement by noncompetitive proposals is procurement through the solicitation from only one source. It is necessary to have open and free competition to satisfy contractual requirements. Recipients may make the initial determination that competition is not feasible if one of the following circumstances exists:

1. The item or service is available only from a single source.
2. The public exigency or emergency of the requirement will not permit a delay resulting from a competitive solicitation.
3. After solicitation of a number of sources, competition is considered inadequate.

Documentation reflecting actions taken and why are extremely important in order to establish an audit trail. A justification for non-competitive (sole source) procurement must include the following:

1. Briefly describe the program, what is being contracted and how the contract affects the program.
2. Explain why it is necessary to contract non-competitively and include the following:
 - a. Expertise of the contractor
 - b. Management
 - c. Responsiveness
 - d. Knowledge of the program
 - e. Experience of contractor personnel
 - f. Results of a market survey to determine competition availability or if one was not conducted, why not.
3. Time constraints
 - a. When contractual coverage is required and why;
 - b. Impact on the program if dates are not met
 - c. How long would it take another contractor to reach the same level of competence (Equate to a dollar amount if desired).
 - d. Uniqueness
 - e. A declaration that this action is in the best interest of the agency.

Consultant Provisions:

Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the market place. Consideration will be given to compensation including fringe benefits for those individuals whose employers do not provide the same. In addition, when the rate exceeds the federally allowed amount (\$ 450 in an 8 hour day – excluding travel costs), a written PRIOR approval by the appropriate federal agency is required. Contact your program manager for details. Prior approval requests require additional justification. This does not mean that the rate can or should be \$450 for all consultants. Rate should be developed and reviewed on a case-by-case basis and must be reasonable and allowable in accordance with Federal Office of Management and Budget (OMB) costs principles. Approval of consultant rates in excess of \$ 450 a day that are part of the original application with appropriate justification and supporting data will be approved on a case-by-case basis. The following is the policy in regard to compensation of various classifications of consultants who perform like-type services.

- Travel costs may not exceed the federal GSA travel rates and regulations.
- Dual compensation is not allowed.

Consultants employed by State and local governments will only be allowed when the unit of government will not provide their services without costs. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

Chapter 5 - Budget Categories – Brief Descriptions

Personnel – This budget category includes salaries, overtime, fringe benefits, and employee-related direct costs. Bonuses, commissions, gifts and incentives are not reimbursable expenses. Agencies must have written policies and procedures which address work hours, holidays, vacations, sick leave, overtime pay, compensatory time, termination, qualifications, written job descriptions, and equal employment opportunity policies. If unique payroll situation is encountered such as a termination settlement, contact OCJA for guidance on allowable costs. Contractors and consultants are not paid under this category.

Recruitment Procedures - If recruiting for positions with federal funds, fair recruitment policies must be followed. Documentation of job announcement must be retained for auditing purposes. Other recruiting documents may be reviewed as well.

Time and Attendance Records – Accurate time and attendance records are required to be maintained on all personnel whose salary is charged to the project. Project officials must ensure that employees working on the project are not receiving dual compensation and that supplanting is not an issue. Where salaries apply to execution of two or more funded programs or cost activities, prorating of costs to each activity must be made based on time and or effort reports. These records should contain the following information:

- Employees name and title
- Dates and hours charged to project
- Hourly wages
- Supervisors or project director's signature

Required Information for Reimbursement: Sub-grantee must attach supporting documentation for each claim demonstrating hours worked, gross salary, overtime, insurance and other benefits. Overtime must be provided for in the approved project budget, or prior approval must be obtained from OCJA before being charged to the grant.

Contact OCJA if you have questions regarding in-kind match, as most of our grants do not allow for in-kind match.

Travel - This includes authorized airfare, mileage, lodging, and travel related meal reimbursement expenses in the approved budget. The maximum allowable travel rates are based on GSA (General Services Administration) rates, which can be found at <http://www.gsa.gov/portal/category/21287>. If agency established travel rates are lower than GSA rates, the lower rates will apply for reimbursement.

Please see Travel section for more specific details. Items not included in travel expenses are tuition and registration fees. These expenses should be placed in "Other" category. Maintenance on project or agency owned vehicles should be included in the operating category.

Supplies and Operating - Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Operating expenditures must be necessary to the operation of the grant-related project and be incurred during the grant period.

- Expenses may include expendable supplies, rent/lease costs, telephone, cellular phone, printing, copying, software, training registration/fees, tuition fees.
- OCJA does not normally reimburse for agency vehicle maintenance costs. This must be fully justified, requested in the application and prior approved by OCJA.
- Receipts or invoices and proof of agency payment is required for all purchases and/or payments.
- Food and beverages are not allowable expenses.
- Alcohol is not an allowable expense. Any event where alcohol is served or consumed is considered a social event; therefore NO costs associated with that event are allowable.
- Bureau of Justice Assistance (BJA) request equipment and products purchased should be American made when possible.
- If there is a service or cost which is shared by more than one project or agency, the bill should clearly state the dollar amount that applies to each project or grant.
- Maintenance Agreements will be reviewed annually. OCJA reserves the right to refuse funding of maintenance agreements.

See Part II- payments page for procedures on submitting invoices for reimbursement.

Equipment – The State of Nevada Administrative Manual (SAM) and the Department of Justice Financial Guide prescribe rules and regulations governing the purchase and disposition of property that will prevail unless local rules and regulations are more restrictive. SAM is available on line at <http://budget.state.nv.us/sam> or contact an OCJA Program Manager for clarification on equipment purchases. See Chapter III, part 6, for specifics related to Equipment.

Contract/Consulting Services - This category includes services provided to the project by outside vendors who are under contract with the sub-grantee agency. Refer to Part II – Chapter 3 under Contracts for specifics regarding contracting/consulting services.

Confidential Funds – This category includes funds utilized for purchase of services, purchase of evidence (physically), and the purchase of information related to confidential funds. Special accounting and control procedures are described in Part II – Chapter 3 under Budget Categories.

Other – OCJA will delineate what constitutes the “other” category at the time of application or sub-grant award when required. This category is occasionally used for overtime rather than the personnel category – dependent upon the grant. This category includes registration costs for pre-approved training and/or conferences.

PART III – Post Award Requirements

Chapter 1 – Payments

Requests for Reimbursement Payments - Claims for reimbursement of expenditures must be submitted on a Monthly Financial Report form (see Forms section for sample). Forms are available on the OCJA web page at <http://www.ocj.nv.gov>. Unless an exception is made for your particular project you are required to use the Financial Report Form provided by OCJA. The following guidelines apply:

- Claims are based on a reimbursement policy.
- Claims for reimbursement must be submitted monthly even if no expenditures occurred and reimbursement is not requested.
- Reimbursement will be made only on authorized items listed in the grant award budget or on items pre-approved by your program manager.
- All claims must have a summary sheet (see Forms section for sample) and supporting payment documentation balancing to the amounts being claimed for each category. Only authorized categories will be reimbursed. **Payment documents should have the amount charged to the project circled or highlighted to show the amount to be reimbursed.**
- Reimbursement for film processing must be documented with a case number.
- Confidential Funds must follow the guidelines as outlined in Appendix F.
- Reimbursement payments will be reviewed upon receipt and adjusted to correct errors, including but not limited to previous overpayments, mathematical errors, and deduction of non-supported or unallowable expenditures.
- Funds may be withheld or terminated and future grant funding may be denied if the sub-grantee has not complied in a timely manner with the terms and conditions of the grant award, including filing of all required reports.
- The final Financial Report (see Forms section for sample) is due sixty (45) days after the closing date of the grant. Failure to file required reports within specified time limitations may result in non-payment of final claim. Funds not expended will be reverted to OCJA.
- Claims for equipment reimbursement must contain a vendor invoice as well as document verifying payment.
- The Fiscal Officer should set up controls to ensure duplicate invoices are not submitted for payment.

Proof of Payment Documentation – Agencies may be required to submit more than one of the following items:

- Copies of agency accounting system expenditure reports
- Copies of card or bank statements
- Copies of receipts
- Copies of invoices and payment voucher numbers and project coding
- Copies of cancelled checks

Statements and purchase orders are not considered proof of payment documents.

Payment Methods – Payments are made either by electronic fund transfers (EFT) or by paper check delivered to the agency through the U.S. Mail delivery. In order to receive payment by EFT, recipients are required to submit the completed vendor registration form to the Nevada State Controller's Office (see Forms section for sample.) Form can be downloaded at http://intra.ktl.nv.gov/Vendor_Services_forms.htm

Withholding of Funds – OCJA may withhold grant funds and/or disallow expenditures when the project fails to comply with any term or condition of the grant award or program guidelines. This may include, but is not limited to:

- Failure to attain goals and/objectives.
- Failure to adhere to guideline requirements or special conditions;
- Improper use of funds;
- Failure to submit required report in a timely manner, including, but not limited to: Monthly Financial Claims, Quarterly Progress Reports, Annual Cumulative Report and/or Final Evaluations;
- Failure to resolve audit exceptions on past or current grants in a timely manner;
- Inadequate maintenance of accounting records;
- Failure to cooperate with OCJA staff or representatives in reviewing program and/or fiscal records;
- Failure to resolve supplanting issues;
- Failure to reconcile financial records, final evaluations and closeout at the end of the project period.

OCJA may reduce or terminate grant funds for reasons that may include, but are not limited to: The project failing to comply with terms or conditions of the grant award; During the term of the grant period, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the state or federal government.

Should OCJA deem it necessary to reduce or terminate grant funds, the grantee shall be notified by written notice. No such termination or reduction shall apply to allowable costs already incurred by the sub-grantee to the extent funds are available for payment of such costs.

Projects which have been previously funded by OCJA will be reviewed for past compliance, including financial management, progress and annual reports, monitoring results, audit reports, and any other relevant documentation or information. Failure to comply with any term or condition of a grant award may result in the denial of future grant awards.

Chapter 2: Availability of Funds

Obligation of Funds – An obligation occurs when funds are encumbered, such as in a valid purchase order or requisition to cover the cost of purchasing an authorized item on or after the begin date and up to the last day of the grant period. Obligations must not be made until the first date of the award period after the agency receives the approved Grant Award. Any funds not obligated by the agency within the grant award period will lapse and revert to OCJA. The obligation deadline is the last day of the grant award period unless otherwise stated.

Expenditure of Funds – Grant funds which have been properly obligated by the end of the award period will have 30 days to be expended (liquidate). Any funds not expended at the end of the 30 day period will revert to OCJA, unless an extension is prior approved.

Award Extension - If the project cannot be completed within the period specified in the sub-grant award (usually 12 months), the sub-grantee must submit a written request, along with a Project Change Request form (See Appendix) explaining: the programmatic reason for the extension, the effect denial of the extension request would have on the project; and indicating the additional time required.

The request should be submitted to OCJA no less than 60 days prior to the expiration date of the project.

If an extension request is not submitted and approved prior to the expiration date of the project, the original project expiration date stands. Any remaining federal funds will be reverted to OCJA.

When considering an extension request, OCJA will take into consideration the current and past performance of the sub-grantee, including timely submission of fiscal and quarterly reports as well as the circumstances and justification of the request. Do not assume the request for extension will be automatically granted.

EXTENSIONS WILL NOT BE GRANTED FOR THE SOLE PURPOSE OF EXPENDING ANY REMAINING FUNDS.

Chapter 3: Adjustments to Awards

Project Changes – A Project Change Request form is used to request budgetary and programmatic changes and/or corrections to a grant award. The sub-grantee must secure prior written approval Project Change Request as well as a written justification for the change must be submitted to OCJA. The sub-grantee must receive the signed, approved copy of the Project Change Request from OCJA before implementing the requested change. The only exception to this would be a change in project directors.

Except for extraordinary circumstances handled on a case-by-case basis, requests to transfer funds between budget categories or requests to purchase items not previously authorized, will not be approved. Written approval must be obtained from the OCJA prior to the transfer of funds between budget categories or the expenditure of funds for newly identified items. Requests must be made on the Project Change Request form available on the OCJA web page.

During the last 30 days of the grant period, requests to purchase items not previously authorized in the grant award will not be approved. Emergency purchases will be considered on a case-by-case basis. Transfer of funds between budget categories during the last 30 days of the grant period expressly to purchase equipment items not previously authorized in the grant award will not be approved. Moving funds into a non-approved category requires an essential need for the success of the project.

Changing Project Directors or Contact Personnel – If the designated contacts, including the project director change, a Project Change Form and a revised contract page must be completed and submitted to OCJA prior to change if possible and no later than 30 days after the change occurs. See sample in Forms section and download at www.ocj.nv.gov on the forms page.

Project Period Extension Request – (See Part IV – Grant Close Out) The sub-grantee must submit a Project Change Form and a written justification explaining the programmatic reasons for the extension of the grant period and the effect denial of the request would have on the project to OCJA for approval. This should be submitted at least 60 days prior to the expiration date of the project. A separate justification memorandum must be submitted with the request explaining

Notifications/Requests - Justification explaining any changes from the approved budget must be submitted to OCJA prior to the change being enacted. If the scope of the project changes, an updated form must be submitted. Project Change Requests and justifications may be faxed to OCJA. Contact your program manager at OCJA if there are any questions.

Chapter 4 – Travel

The travel category includes authorized domestic travel costs including: air fare, mileage, lodging and travel-related meal reimbursement expenses. Travel must be pre-approved within the budget, be directly related to the project and take place within the grant period.

No more than three (3) persons may travel to any one conference or training unless prior approval has been obtained from OCJA. Allowable travel and per diem rates are based on the current federally approved policy rates, which can be found at the GSA (General Services Administration) website <http://www.gsa.gov>. See GSA general information below.

Lodging – Exceptions to maximum GSA lodging rates must be justified, i.e., staying where the conference or training is held, and be **pre-approved** by OCJA. Receipts for lodging will be required for both in-state and out-of-state travel. A print out of the GSA rate for the area traveled from the GSA website <http://www.gsa.gov> must accompany the reimbursement request.

GSA lodging rates do not include taxes or surcharge; however these costs will be reimbursed with a receipt. Receipts are not required for in-state lodging, but GSA rates will prevail. Travel advances are not reimbursed. Costs will be reimbursed only after travel has taken place and expenditures have been made.

Overnight lodging and per diem within 50 miles of principal duty station will not be allowed unless the following applies:

1. Inclement weather conditions make travel hazardous.
2. Individuals involved are serving as conference hosts responsible for arrangements.
3. A duty assignment is related to grant activities – must be pre-approved by OCJA

Meals - If meals are included at conference/training or in-flight as part of the air fare, meals will not be reimbursed by OCJA. A copy of the agenda or itinerary must be submitted with each claim for travel reimbursement. A continental breakfast is not considered a meal.

If the per diem is earned, the incidental expense will be included in the reimbursement. However, if the per diem is not earned, the incidental expense will not be reimbursed

Air fare – Copy of itinerary and receipt is required. Air fare should be purchased as soon as possible in order to take advantage of lower rates.

Ground Transportation –

- Car rentals must be justified and pre-approved by OCJA. Insurance for car rental is not reimbursable. Travel should be accomplished by the least expensive mode practicable.
- Receipts for taxis, shuttles, buses, etc. are required to be submitted for reimbursement.
- GSA mileage rates will apply for vehicle usage, including use for personal convenience.

Claims - Copies of travel claims and all receipts will be submitted with monthly financial claims within a timely manner and definitely prior to the end of the grant period. **Receipts are required for all expenses claimed with the exception of per diem meals and per diem incidentals.**

Travel claims must:

1. Document all travel expenses with receipts (agency must retain original receipts for auditing purposes - OCJA will accept copies with claims) attached.
2. Include the name and signature of the person traveling.
3. Destination and purpose of trip, dates, and times of departure and return,
4. Include an expense summary sheet and GSA per diem rates for out-of-state travel
5. Approving signature of supervisor

Other work related expenses, including work-related telephone, internet fees, parking, tolls, etc., may or may not be reimbursed with receipts, an appropriate written explanation of the charges and supervisory approval. Contact OCJA with specific inquiries.

Travel costs do not include tuition, registration fees for maintenance on vehicles. These types of costs must be shown in the Operating category and must be pre-approved in the budget. International travel is unlikely and must be pre-approved by OCJA.

General GSA Travel Information - Agencies can view the current GSA travel rates by going to the www.gsa.gov website and clicking on Per Diem Rates in the left hand column or by going to www.ocj.nv.gov and clicking on GSA Rates in the bottom right hand box.

Click on the state in which you will be traveling and the rates come up by city or county. If the city traveling to is not listed, CONUS rates will apply (Contiguous United States standard rates). These are found by clicking on the bottom left link under the U.S. map.

Meal and incident expense rates are found by clicking on the M&IE link in the left column of the GSA website page. This table breaks down each meal allotment. **NOTE: The first and last days of travel are reimbursed at only 75% of expenses.**

Agencies are expected to review and download GSA expense breakdowns *prior to* traveling and to submit a copy of the breakdowns along with their travel claims and reimbursement requests to OCJA.

Expenses not allowable by OCJA will be the responsibility of the sub-grantee agency.

If an agency has questions regarding allowable travel costs, please contact OCJA for clarification prior to travel.

Training – Training must be approved in the project award, be necessary for the success of the project, and be for a project employee. Reimbursement for training costs may not be submitted until training has been completed and paid for by the agency. Registration costs are to be charged under Operating category unless otherwise directed.

Chapter 5 – Procurement of Goods or Service

Sub-grantees shall follow the same policies and procedures it uses for procurement from its non-Federal funds provided that the procurement conforms to applicable Federal and State laws. (The standards identified in the Procurement Standards Sections of 28 CFR Parts 66 and 70 (<http://www.gpoaccess.gov/cfr/index.html>)). The prime objective is to obtain materials, supplies, services and equipment at the most reasonable cost to the taxpayer, to supply the agency as quickly as possible, and to afford vendors competitive opportunity. All procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Sub-grantees shall be alert to actual or potential conflicts of interest.

1122 Procurement and 1033 Military Excess Programs –

The 1122 National Defense Authorization Act Procurement Program allows law enforcement agencies obtaining equipment and supplies suitable for counter-drug activities, first responder functions and Homeland Security functions the opportunity to take advantage of discounts available to the Federal Government due to its large volume purchases, thereby maximizing their budgets. In State fiscal year '10 the program saved State and local agencies over 1 million dollars on equipment and supplies.

Agencies must register with the 1122 Program by contacting the 1122 State Point of Contact (SPOC) which is located within the OCJA office. Contact can be made by calling the OCJA

office main line at (775) 687-3700. Once the agency is found eligible for the program and registered, they may supply the SPOC with a list of requesting items. The SPOC will research the requested items and provide the agency with quotes from different vendors and availability. Once the agency decides which vendor to order through, the SPOC will submit an order to the vendor. After the item/s have been shipped to the agency, the SPOC will invoice the agency. There is an administrative fee of 4% with a limit of \$1,500. In specific situations, the administrative fee may be waived.

Sub-grantees receiving federal funds will have, upon being awarded a grant, to sign a Special Condition form requiring them to contact the 1122 Program to receive quotes for equipment being purchased under their grants prior to actually purchasing the equipment. Agencies are not, however, required to purchase through the 1122 Program if they find adequate equipment at better pricing or terms elsewhere.

Upon receipt of equipment purchased through the 1122 Program the agency must submit to the OCJA program manager, the packing slip or delivery receipt as verification of delivery to the receiving agency.

The 1033 Department of Defense (DOD) Military Surplus Program assists law enforcement agencies (LEA) with apprehension and arrest authority to obtain new and used military equipment at no costs (other than shipping or delivery costs). In the last eight years local agencies have obtained millions of dollars worth of equipment and supplies at no cost other than occasional delivery fees.

LEAs must register with the SPOC for the 1033 Program as well. Once found eligible and registered, LEAs will be able to preview excess equipment on-line and submit an order for items. The SPOC will then approve/disapprove and send a request to Department of Defense for approvals. Many items are located on military bases around the country and agencies are responsible for pick up or delivery costs of equipment.

Automatic Data Processing Equipment (ADP) and Software – The OJP Financial Guide refers to the requirements for sub-grantees involved in the development of criminal justice information systems. ADP programs must be preapproved by OCJA and possibly the federal agency.

Chapter 6 – Equipment

Definition of Equipment – Any item costing \$ 1,000 or more and having an anticipated useful life of more than one year. OCJA has the authority to regulate any property or inventory under the cost of \$5,000 as deemed prudent or necessary.

Only equipment approved in the project award will be allowed for purchase with federal funds. Receipts or invoices with order and delivery dates are required for all equipment items. Payment documentation includes internal expense logs, cancelled check, etc.

Title of Property – Title to all property purchased with grant funds will be considered the property of the sub-grantee agency. The sub-grantee will maintain title on property as long as there is a need for the property in accomplishing the purpose of the project, whether or not the project continues to be supported by federal funds.

If OCJA determines the equipment/property is being used for non-project related functions, title to the property will be vested to the State of Nevada who will seek to have the property used for crime control or system improvement purposes elsewhere in the state.

Property Records - Sub-grantee must demonstrate an effective system of property management and controls to safeguard against loss, damage or theft of equipment. Loss, damage or theft must be fully documented, investigated and reported to OCJA within 30 days. Agency must have maintenance procedures to keep property in good condition.

Purchased equipment information must be recorded on an inventory record form and submitted to OCJA when requesting reimbursement. See Forms section for sample.

Upon completion of the project, a final inventory report to OCJA must be submitted which addresses.

- Whether the program will continue after federal funding ends.
- Whether the equipment will continue to be used in a project related capacity.

Disposition of Equipment or Property

Disposition includes the sale or trade-in of equipment as well as the disposal of equipment at the end of its useful life. Existing property used in a sale or trade to obtain a newer model or to upgrade existing equipment must be pre-approved by OCJA to determine if the new equipment is applicable to the project and amend the equipment record to reflect the changes. This includes vehicles purchased with grant funds.

At the end of the useful life of equipment or at the end of the project period, equipment may be vested to the sub-grantee if the agency certifies in writing that the equipment will be used for the purposes under which the grant funding was made.

If certification is not made, the property will vest to the state. The state will seek to have the property used for justice purposes prior to using it or disposing of it in any other manner.

If sub-grantees request property to be transferred within their agency to a program unrelated to the DOJ funded project, an assessment must be made to determine the equipment's fair market value. If fair market value is determined to be \$ 1,000 or more, OCJA has the right to transfer the equipment to another project to be used in Criminal Justice related functions.

Compensation will be computed by applying the percentage of federal participation in the cost of the original project to the current fair market value of the property.

If fair market value of equipment is worth more than \$ 5,000 at the time of disposition, sub-grantee shall contact OCJA to discuss disposition.

Chapter 7 – Publications and Publicity

Publications – All materials publicizing or resulting from award activities shall contain an acknowledgement of the awarding agency assistance. An acknowledgement of support shall be made through use of the following or comparable footnote:

“This project was supported by U.S. Department of Justice, Office of Justice Programs and the Nevada Department of Public Safety, Office of Criminal Justice Assistance.”

Publicity - Project Directors are encouraged to make the results and accomplishments of their activities available to the public. Prior approval is not required for publishing the results of an activity under a project; however, the U.S. Department of Justice requires compliance with the Stevens Amendment.

The Stevens Amendment, specifically section 8146 of the Department of Defense Appropriations Act (1988), provides:

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects funded in whole or in part with federal money, all sub-grantees receiving federal funds, including but not limited to state and local governments, will clearly state (1) the percentage of the total cost of the program or project that will be financed with federal money, and (2) the dollar amount of federal funds for the project or programs.

OCJA strives to maintain an open and cooperative relationship with the news media, subject to the limitations imposed by law and legitimate governmental needs. Sub-grantees are expected to act accordingly. Any release of personal information must be in strict accordance with NRS 481.063, NRS 482.170 and NRS 483.916. Specific language can be found at: <http://www.leg.state.nv.us/Nrs/>

To ensure quality and consistency of communication with the media, the following procedures are intended to provide guidance for those who are required to release information:

1. Initiate and respond to media inquiries, identify and develop public information goals.
2. Inform OCJA of press inquiries deemed significant, negative or positive, to any project supported with federal funds.
3. Develop overall public relations strategies and programs to enhance the image of any project supported with federal grant funds.
4. Maintain a file of press releases, clippings, internet articles, relating to any project supported with federal grant funds.
5. Provide copies of all press releases relating to federally funded projects to OCJA either at the time of the release or when the quarterly report is prepared; depending upon the urgency of the release.

When there are questions concerning the release of information, sub-grantees should contact their program manager at OCJA. If there are any conflicts or issues involving the release, OCJA will contact the Department of Public Safety Information Officer for clarification and resolution.

Chapter 8 - Unallowable Costs

All costs must be necessary to the success of the project. Guidance documents for unallowable costs are OMB A-87 (state, local and Indian Tribal governments) and OMB A-122 (for non-profit organizations), state and federal guidelines. There are allowable and unallowable costs which are unique to each type of grant. If you are not sure a cost is allowable, please contact your program manager at OCJA. Some of the more generic unallowable costs include:

- Any expenditure not directly related to the program
- Audit services
- Badges and personal items necessary for any job related duties, i.e., side arms, identification badges, etc.
- Bar charges/alcoholic beverages
- Bonuses, commissions, gifts and incentives
- Bomb pay
- Business cards
- Car wash
- Construction
- Costs incurred before the project start date or after the expiration of the project period
- Entertainment
- Food and beverages
- Expense of organized fund-raising
- Fines and penalties
- Further unallowable costs may be found in the Office of Justice Programs Financial Guide or by contacting your program manager or OCJA mainline
- Indirect costs unless there is proof of certification by the lead consignant agency.
- Land/building acquisitions
- Late charges
- Lobbying
- Lobbying, political contributions, and legislative liaison activities
- Membership dues
- Military type equipment
- Newspaper subscriptions
- Rental cars – unless previously justified and preapproved by OCJA
- State and local sales taxes
- Sporting events
- Supplanting: federal funds must be used to supplement existing funds for program activities and not replace those funds which have been appropriated for the same purpose.
- Tips
- Uniforms

Chapter 9 – Special Funds

Confidential Buy Funds -Agencies whose project contains confidential funds are subject to the provisions outlined in Office of Justice Program (OJP) Financial Guide.

Sub-grantees are required to have written procedures establishing informant file security and contents, informant management and utilization, and payments to informants.

Sub-grantees awarded confidential funds OVER \$10,000 will not be allowed to draw the entire amount of the award in a lump sum. The maximum amount a sub- grantee may draw during a one month period will be \$10,000 unless otherwise approved. Contact your program manager for assistance.

For on-going sub-grantees (i.e., task forces), confidential funds (in excess of \$10,000) received during the previous grant period must be expended prior to funds being drawn for current grant year. For example, once the confidential funds bank balance for the previous year's grant reaches a balance of \$4,000 or less, the confidential funds can be drawn for the current grant. The previous grant may be extended for expenditure of confidential funds only.

OCJA must receive monthly reporting documentation accounting for expenditure of confidential funds showing the declining balance of funds on hand. Funds must be accounted for before additional funds may be drawn. Monthly bank statements for the confidential funds account should accompany the quarterly report.

If an emergency situation exists, contact your program manager.

Accounting for Seizures/Forfeitures - BJA Guidelines require OCJA to report quarterly on grant income and expenditures. This report must include the proportional amount of forfeiture funds received by programs funded with federal grants. For example: If the program is 75% federally funded, 75% of the forfeitures received shall become a part of the grant program and must be expended by the grant if seized and forfeited within the time frame of the grant.

Forfeited funds received/expended must be reported to OCJA quarterly on the Quarterly Reporting Form.

Program Income - Program/project income is defined as the profit resulting from income generated thru or as a result of an OCJA grant-funded project. Grant funds cannot be used for the start-up of a business.

All income generated as a direct result of an agency-funded project will be deemed program income. Program income must be used for the purposes and under the conditions applicable to the award. The federal portion of program income must be accounted for up to the same ratio of Federal participation as funded in the project or program.

Use of program income may be to supplement project costs, reduce project costs, or may be refunded to the federal government. Examples of program income:

- Sale of Property
- Royalties
- Attorney fees & costs – income received from a court ordered award
- Registration/Tuition fees
- Asset Seizures and Forfeitures
- Interest earned on any of the above

States or local units of government may use program income funds from seizures and forfeiture assets as match when assets are adjudicated by a state court in accordance with the state law. In addition, state and local units of government may use cash received under the equitable sharing program for the non-federal portion (match) of program costs, as provided for in the guidelines established by the Department of Justice (DOJ) Asset Forfeiture Office, when the assets are adjudicated by a Federal court.

No federal requirements govern the disposition of program income earned after the end of the funding period unless the terms of the award or the awarding agency's regulations provide otherwise.

Chapter 10 - Reporting Requirements

If a project is not operational within 60 days of the original start date of the award period, a letter to OCJA must outline steps taken to initiate the project, the reason for delay and the expected start date. If a project is not operational within 90 days of the original date of the award period, a second statement must be submitted to OCJA explaining the delay. Upon receipt of the letter, OCJA may cancel the project and redistribute the funds to other areas. Where extenuating circumstances warrant, OCJA may extend the implementation date of the project past the 90 day period.

Grants require submission of several different reports throughout the life of the project. This reporting is the responsibility of the project contact officer. Failure to meet the reporting requirements will result in withholding or suspension of payment of monthly financial reports. After notification if further noncompliance persists it may be cause to terminate the funding of the project.

Reporting forms can be found on the www.ocj.nv.gov website. Forms are revised periodically. Agencies may receive notices from their program managers of the updates, but it is the responsibility of the agency to keep up-to-date with forms.

Required Reports and Forms Summary -

By accepting a grant award from OCJA, the sub-grantee agrees to submit the applicable forms and reports by the date/s specified. Contact your OCJA program manager promptly if you cannot meet the deadline for reporting. A pattern of delinquent reports may result in termination of the grant and jeopardize future funding.

FORM	DUE DATE	NOTES
Monthly Financial Claim	Due within 30 days after the close of each month. Whether or not actions or expenditures have taken place. Final Financial Claim is due within 45 days.	Submitted to draw funds for reimbursement of expenditures. Should include equipment record form, if any purchased.
Quarterly Typed/Written Narrative and Data Report	Quarterly – to be completed by the 20 th of the month following the end of each quarter. See below for due dates.	Should include any significant press releases, copies of surveys, pre/post test evaluations if applicable.
PMT <i>On-line</i> Performance Measurement Tool Quarterly Report	Quarterly – to be completed by the 20 th of the month following the end of each quarter.	On-line reporting form goes to OCJA then to feds.
Final Evaluation/Narrative/Data Report	45 days after the end of the final payment and/or project activity concludes	-Includes cumulative statistics for the year or project period. -Overall evaluation of the project, achievement of goals and objectives - Final inventory list and future intended use of equipment.
<u>Project Change Requests</u> Change in personnel **Budget Revision **Request for period extension **Change in scope	As soon as change is required, unless: for budget revision, period extension or change in scope, request is required prior to events.	Submit to your program manager as soon as possible for review and approval.
Equipment/Property Record	Within 30 days of equipment/property procurement	Should submit along with monthly financial form. Equipment may be reviewed upon monitoring visit.
**Transfer/Loss/Damage of Property Report	As soon as activity has been noted but no longer than 30 days after.	Contact program manager immediately if item is over \$ 5,000.

** Requires Prior Approval by OCJA

Reporting Due Dates -

Projects with start dates other than the first day of a calendar quarter must still report at the end of the calendar quarter. For example if your project period starts on May 1, you must submit a report on or before July 20th even though a full quarter has not yet passed.

Quarterly Typed/Written Narratives Due	Narratives Due Dates
January 1 – March 31 April 1 – June 30 July 1 – September 30 October 1 – December 31	April 20 July 20 October 20 January 20
PMT Report Quarters On-line Reporting via Web	PMT Reports Due
January 1 – March 31 April 1 – June 30 July 1 – September 30 October 1 – December 31	April 20 July 20 October 20 January 20
Final Evaluation Reports	DUE
Evaluation of project as a whole and any specific surveys, etc. required.	45 days after the end of the project

Chapter 11: Audit/Monitoring Requirements

Federal and state fiscal rules, regulations and policies require OCJA track, document and measure the use of sub-grantee expenditures of federal funds. All sub-grantees of federal monies are subject to the accounting and audit requirements as found in OMB Circulars A-87, A-102, A-110, A-122 and A-133. The circulars can be found at:

http://www.whitehouse.gov/omb/circulars_default/

Sub-grantees shall submit a copy of the agency's most recent single audit report or financial review each year after receipt of federal funds from OCJA. All completed audit reports for state and local governments, institutions of higher education and non-profit organizations should be mailed to OCJA at 1535 Old Hot Springs Road, Suite 10, Carson City, NV 89706.

OCJA and the Nevada Department of Public Safety reserves the right to require an audit and to examine any/or audit any financial records of any sub-grantee during the project period and within a three (3) year period following the conclusion of the project.

In cases of continued inability or unwillingness on the part of a sub-grantee to conduct or supply a proper audit, OCJA reserves the right to impose any sanctions, as described in OMB Circulars, State policies and grant guidelines upon the sub-grantee until such time as a proper audit is received by OCJA.

Recipients requesting more information regarding audit requirements should contact their independent auditing firm or the Federal Audit Office.

Single Audit Requirement- Pursuant to OMB Circular A-133 sub-grantees have the responsibility to provide for an audit of their activities funded by a grant. The following may be reviewed by OCJA or BJA at any time:

- Progress in achieving goals and objectives;
- Review of expenditures;
- Compliance with federal and state rules and laws including the grant award agreement, the program guidelines, the request for proposal, and the project director's manual;
- Data collection
- Evaluations and outcome measures and project progression/effectiveness;
- Strategic planning and collaborative efforts and activities;
- Reporting to state and federal funding sources.
- Inventory of equipment, property and supplies procured.

OCJA has the right to know the identity of the organization conducting the audit and the anticipated date the completed audit report will be sent to OCJA.

Key points of the audit requirements are:

1. All audits must be in compliance with the OMB Circular A-133.
2. Any state or local government agency receiving more than \$500,000 in federal money from ALL sources is required to submit a Single Audit report each year. Information on the Single Audit can be found in OMB Circular A-133.
3. Any state or local government agency receiving less than \$500,000 in federal money from All sources has the option of submitting a Single Audit or a separate program audit each year.
4. Whether or not your agency falls within the Single Audit Act requirements all DOJ funded projects are subject to audits by the federal government and OCJA at any time. You must permit and cooperate with any state or federal audits by ensuring the availability of all records, equipment and the availability and cooperation of staff.
5. In summary, to fulfill your audit obligation, you need to send OCJA all audit reports and the management letter provided by the CPA firm conducting the audit.

As part of this process, the "Statement of Sub-grant Audit Arrangements" found in Appendix must be completed and returned to OCJA before grant funds may be expended. This is a requirement of each grant award.

Resolution of Audit Findings - In accordance with the OJP Financial Guide, a written report will be prepared upon completion of the audit. Failure to have audits done as required may result in the withholding of new awards and/or withholding of funds or termination of active grants.

Monitoring by OCJA is conducted both in the broad overall review of tracking use of funds expended and in the day-to-day reviews which may include desk audits of monthly financial claims, written quarterly reports, communications by e-mails, faxes, and telephone conversations, in-office visits at OCJA and the on-site visits to the sub-grantees site.

Most sub-grantees will be selected for on-site monitoring each year based on requirements of individual funding sources. The monitoring process is intended to make an assessment of the sub-grantee's ability to meet the provisions of the grant award agreement and program guidelines and evaluate if goals are being achieved. It also provides the opportunity for technical assistance for the project and the chance to get to know your program manager.

All projects are monitored in compliance with federal and state laws. Acceptance of the grant award agreement obligates the project to allow OCJA staff and/or its authorized representatives unrestricted access to all project books, documents, papers, and records, including confidential client records, for inspection, copying, monitoring, and auditing. OCJA reserves the right to conduct unannounced monitoring visits.

Standard Monitoring Procedures

Limited scope monitoring will be utilized to evaluate and address specific concerns and issues which may arise. Monitoring of this type may be as limited as a desk review or phone or e-mail contact. Comprehensive monitoring can be an in-depth program review. Several elements of the project or most of the aspects of the project may be reviewed. This visit will require preparation, documentation and follow up.

Desk Monitoring: Program manager review monthly financial reporting forms, narrative quarterly reports, on-line reporting, audit reports, written, web-based and oral documentation provided by the sub-grantee. Communication with sub-grantees may be conducted via telephone, e-mail or facsimile.

When a project has been selected for a standard monitoring visit, OCJA staff will provide prior written and verbal notice prior to the monitoring. A notice letter is sent to the project director and copied to the finance director, informing project staff of the date of the monitoring, the grant(s) and time period to be monitored. The person(s) responsible for content of the progress reports and the oversight of grant-related activity should be available during the monitoring visit to answer any questions.

The monitoring includes a review of key personnel/staffing, operational practices, source documentation, project activities and progress reports. The goals and objectives outlined on the grant application will be reviewed and compared to quarterly progress reports and the federal PMT on-line reports to determine progression, success or failure of the project. State and federal administrative requirements will be reviewed for compliance with match, project income and equipment.

The fiscal monitoring includes a review of all accounting records and reports that support the amounts claimed for reimbursement on the monthly financial claim forms. Transactions are tested in expenditure categories deemed material to the grant to provide reasonable assurance

expenses are related to the grant, proper records are maintained, and that expenditures are properly authorized and recorded in accordance with program requirements.

Comprehensive monitoring may be in response to a problem or evaluation of the success, efficiency and compliance of a sub-grantee or a new type of project. A comprehensive visit requires thorough preparation, follow up and documentation.

A report will be issued by OCJA within thirty (30) working days of completion of the monitoring visit or audit. The report will describe any administrative findings, questioned costs, or disallowed costs identified during the audit. The sub-grantee must provide a written response and any supporting documentation related to the findings. If a response is not submitted within fifteen (15) working days of receipt of the report by the sub-grantee, all findings will be considered final. Non-response may result in the loss of grant funding.

Withholding or Disallowance of Grant Funds - OCJA may withhold grant funds and/or disallow expenditures when the project fails to comply with any term or condition of the grant award or program guidelines. This may include, but is not limited to:

- Failure to submit the required Monthly Financial Claim Forms in a timely manner;
- Failure to submit the required progress reports in a timely manner;
- Failure to submit the final required reports in a timely manner;
- Failure to resolve audit exceptions on past or current grants in a timely manner;
- Inadequate maintenance of accounting records;
- Failure to cooperate with OCJA staff or representatives to review program and/or fiscal records;
- Failure to resolve supplanting issues.

OCJA may reduce or terminate grant funds for reasons that may include, but are not limited to:

- The project failing to comply with terms or conditions of the grant award;
- During the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the state or federal government.

Should OCJA deem it necessary to reduce or terminate grant funds, the grantee shall be notified by written notice. No such termination or reduction shall apply to allowable costs already incurred by the sub-grantee to the extent funds are available for payment of such costs.

Projects which have been previously funded by OCJA will be reviewed for past compliance, including financial management, progress and annual reports, monitoring results, audit reports, and any other relevant documentation or information. Failure to comply with any term or condition of a grant award may result in the denial of future grant awards to any project, its officers, and assigns.

Chapter 12: The American Recovery and Reinvestment Act of 2009 (ARRA)

The Recovery Act places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a new Recovery Accountability and Transparency Board to provide information to the public, including access to detailed information on grants and contracts made with the Recovery Act funds. For additional guidance regarding the Recovery Act and the Transparency Board, refer to the new Web site, <http://www.Recovery.gov>.

The Recovery Act includes \$4 billion to the U.S. Department of Justice for grant funding to enhance State, local, and tribal law enforcement and other criminal and juvenile justice activities that will help to prevent crime and improve the criminal justice system in the United States. While the Recovery Act provides much needed resources for State and local communities, it also supports the creation of jobs.

Special Conditions -

The recipient must agree with all of the terms and special conditions contained in the award document. The following special conditions may or may not apply to all of the Recovery Act programs.

1. **Separate Tracking and Reporting.** The recipient must track, account for, and report on all funds received from the Recovery Act award (including specific outcomes and benefits attributable to Recovery Act funds) separately from all funds, including DOJ award funds from non-Recovery Act grants awarded for the same or similar purposes or programs. (Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate).
2. **Reporting and Registration Requirements.** The recipient must complete projects and activities which are funded under the Recovery Act and report on the use of Recovery Act funds provided through each award. Information from these reports will be made available to the public. The reports (by the Prime Recipients) are due no later than 10 calendar days (**5 calendar days for OCJA sub-recipients**) after the end of each calendar quarter, for the life of each Recovery Act grant. Recipients and their first-tier subrecipients must maintain current registrations in the Central Contractor Registration (CCR) at all times during which they have active Federal awards funded under the Recovery Act. (Also, see Part III, Chapter 11: Reporting Requirements.)
3. **Provisions of Section 1512(c).** Each recipient that received Recovery Act funds shall submit a report no later than 10 days (**5th day for OCJA sub-recipients**) after the end of each calendar quarter to the Federal awarding agency. The report must contain the following data: (1) the total amount of recovery funds received from that agency; (2) the amount of recovery funds received that were expended or obligated to projects or activities; and (3) a detailed list all of projects or activities for which recovery funds were expended or obligated, including: (a) the name of the project or activity; (b) a description of the project or activity; (c) an evaluation of the completion status of the project or

- activity; (d) an estimate of the number of jobs created and the number of jobs retained by the project or activity; and (e) for infrastructure investments made by the State and local governments, the purpose, the total cost, and rationale of the agency for funding the Recovery Act.
4. **DUNS and CCR Reporting for Sub-recipient.** The recipient must work with its first-tier subrecipients to ensure that the subrecipient has a valid DUNS profile no later than the due date of the recipient's first quarterly report after a subaward is made.
 5. **Protecting State and Local Government and Contractor Whistleblowers.** The recipient recognizes that the Recovery Act provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be evidence of gross mismanagement, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using Recovery Act funds.
 6. **National Environmental Policy Act (NEPA) and Related Laws.** The recipient understands that all OJP awards are subject to NEPA and other related Federal laws (including the National Historic Preservation Act), if applicable. The recipient agrees to assist OJP in carrying out its responsibilities under NEPA and related laws, if the recipient plans to use Recovery Act funds (directly or through subaward or contract) to undertake any activity that triggers these requirements, such as renovation or construction. The recipient also agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under each award.
 7. **Inapplicability of Non-supplanting Requirement.** The recipient understands that, for purposes of this award, the general nonsupplanting requirement of the OJP Financial Guide ([Part II, Chapter 3](#)) does not apply.
 8. **Subaward Monitoring.** The recipient agrees to monitor its subawards under the Recovery Act in accordance with applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide, and to pass through the applicable award conditions in any subawards. The recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to the use of Recovery Act funds by its subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under the Recovery Act.
 9. **Access to Records.** The recipient understands and agrees that DOJ (including OJP and OIG), and its representatives, as well as officials from the Government Accountability Office (GAO), shall have access to and the right to examine all records (including, but not limited to, books, papers, and documents) related to each Recovery Act award, including such records of any subrecipient, contractor, or subcontractor.
 10. **Buy American Notification Section 1605.** The recipient understands that this award is subject to the provisions of the Section 1605 of the Recovery Act. No award funds may be used for iron, steel, or manufactured goods for a project for the construction, alteration, maintenance, or repair of a public building or public work, unless the recipient provides

advance written notification to the OJP program office, and a grant adjustment notice (GAN) is issued that modifies this special condition to add government wide standard conditions (anticipated to be published in subpart B of 2 C.F.R. part 176) that further implement the specific requirements or exceptions of Section 1605.

11. **Active CCR.** The recipient agrees to expeditiously obtain active registration with the CCR database, and to notify the program office in writing of its registration. Following satisfaction of this requirement, a GAN will be issued to remove this special condition.

Part IV – Grant Close Out

Chapter 1 – Grant Extension

If the project cannot be completed within the period specified in the award agreement (usually 12 months), the subgrantee must submit to OCJA, a written request along with a Project Change Request form explaining the programmatic reason/s for the extension request and the effect denial of approval would have on the project. The request must be submitted at least 60 days prior to the expiration date of the project.

If an extension request is not submitted and approved prior to the expiration date of the project, the original project expiration date stands. Any remaining federal funds will be reverted to OCJA.

OCJA will consider the current and past performance of subgrantee, including timely submission of fiscal and quarterly reports as well as the circumstances and justification of the request. The extension will not be automatically granted.

Extensions will not be granted for the sole purpose of spending any remaining funds.

Chapter 2 – Close Out Procedures

The closeout of a grant is the process by which an OCJA determines all applicable administrative actions and all programmatic actions have been completed by the subgrantee and the grantor.

Final Reports - Subgrantees must submit the following reports and documentation to OCJA no later than 45 days after the expiration of the grant period:

- Final monthly financial report
- Final PMT on-line report
- Final progress and cumulative evaluation of the project
- Final inventory list and intention memorandum of future use for equipment/property

Final payment on the grant may not be made until the final progress report has been submitted. Funds will be reverted to OCJA and future grant funding may be denied if the agency has not complied with the terms and conditions of the grant award, including filing of all required reports.

Termination or Suspension – Before grant suspension, reasonable notice and opportunity for hearing will be afforded the subgrantee. The most common grounds for termination of funding are:

- Failure to comply with the U.S. Department of Justice or the OMB circulars.
- Failure to comply with the terms and conditions of the grant award, including failure to submit reports in a timely and complete fashion.
- Failure to comply with applicable state or local requirements.
- Misuse of federal funds (including supplanting).

Retention of Records – All grant records must be retained for three (3) years after the end of the state fiscal year that includes the end date of the grant. For example, if the grant ended 6/30/11, the state fiscal year is considered SFY11 (July 1, 2010 to June 30, 2011). The files need to be retained until June 30, 2014 – (SFY14).

The 3-year retention period starts from the date of notification by the awarding agency that the grant has been programmatically and fiscally closed or the submission of the closure of the single audit report which covers the entire award period, whichever event is later. If any litigation, claim, negotiation, audit or other action involving the records has started before the expiration of the 3-year period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the regular 3-year period, whichever is later.

Maintenance of Records - Recipients of funds are expected to see that records of different projects are separately identified and maintained so that information desired may be readily located. Recipients are also obligated to protect records adequately against fire, other damage or theft. When records are stored away from the recipient's principal office, a written index of the location of records stored should be on hand and ready access should be assured.

Part V - Organization and program information

Chapter 1 – Organization

Federal funds are allocated through Congress to the U.S. Department of Justice which provides Federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. Most OCJA federal funding comes from the Office of Justice Programs (OJP) to the Nevada Department of Public Safety for distribution to agencies within Nevada focused on performing law enforcement functions to improve the criminal justice system, providing drug treatment programs, corrections and prevention and education programs, prosecution and court programs.

United States Department of Justice
Office of Justice Programs
Office of the Chief Financial Officer
Office of Management and Budget (OMB)

Nevada Department of Public Safety
Office of Criminal Justice Assistance
1122 GSA Procurement Program
1033 DOD Excess Military Program

Chapter 2 – References, Circulars

1. Office of Management and Budget's (OMB) web site at <http://www.whitehouse.gov/omb/circulars>
2. Office of Justice, Financial Guide <http://www.ojp.usdoj.gov/financialguide/index.htm>

Chapter 3 – Forms – See samples attached. Go to OCJA's website www.ocj.nv.gov to download forms.

1. CFDA Numbers (Catalog of Federal Domestic Assistance)
2. Monthly Financial Claim Form
3. Financial Summary Sheet
4. Vendor Registration Form
5. ADP (Automatic Data Processing Equipment and Software Prior Approval List
6. Inventory Record Form
7. Confidential Funds

INDEX

1033 Excess Programs	26	Monitoring Procedures.....	36
1122 Procurement	26	Notifications/Requests	24
Acceptance Procedures	11	Payments	21
Accounting System Requirements	14	Personnel	19
Adjustments to Awards	23	PMT	33
American Recovery and Reinvestment Act	38	Procurement of Goods	26
Application Process.....	9	Program Income.....	31
ARRA)	38	<u>Project Change Requests</u>	33
Audit/Monitoring Requirements	34	Project Changes	23
Automatic Data Processing Equipment	27	Proof of Payment	22
Availability of Funds	23	Publications.....	29
CCR	39	Publicity	29
Certifications	13	Reimbursement Payments.....	21
CFDA	11	Reporting Due Dates.....	34
Claims	25	Reporting Requirements	32
Close Out Procedures	42	Required Reports	33
Confidential Buy Funds	31	Seizures/Forfeitures	31
Contract	16	Single Audit Requirement.....	35
DUNS	39	Sole Source Contracting	17
Equipment		Special Funds	31
Disposition of Equipment	28	Confidential Buy Funds	31
Title of Property	28	Supplanting	15
Final Reports	42	TABLE OF CONTENTS.....	5
Forfeitures	31	Termination or Suspension	42
Forms	45	Travel	
Forms Summary	33	Ground Transportation.....	25
Grant Extension.....	42	GSA Travel	25
Ground Transportation	25	Lodging	24
GSA Travel Information	25	Meals.....	25
Lodging	24	Travel and Training.....	24
Maintenance of Records.....	43	Unallowable Costs	30
Match Requirements	15	Withholding	37
Meals	25	Withholding of Funds	22

ATTACHMENTS